# Danby Town Board
# Minutes of Regular Meeting
# April 13, 2020, 7pm via Zoom Video Conferencing

**Present:**

| | |
|---|---|
| Councilpersons: | Leslie Connors, Joel Gagnon(Supervisor), Jim Holahan, Sarah Schnabel, Matt Ulinski |

**Others Present:**

| | |
|---|---|
| Town Clerk | Alexandra Pfeifer |
| Justices | Garry Huddle and Theresa Klinger |
| Code Officer | Steve Cortright |
| Bookkeeper | Laura Shawley |
| Planner | Jason Haremza |
| Legislator | Dan Klein |
| Public | Ted Crane, Ronda Roaring, Bruce Richards |

## Meeting Opened at 7:06 pm

## Additions and Deletions to the Agenda

Gagnon wished to add the following items to the agenda: authorization from the TB so that he could take action on the lawn mowing proposals in hand; executive session at the end of the meeting; a discussion about the highway superintendent; and discussing the web page.

## Privilege of the Floor

Steve Cortright asked the board to consider how, to some people, access to books are crucial to maintaining mental health. He likened it to how liquor stores are considered essential as a way for people to cope with being quarantined, and said that books are also a diversion and a way for people to cope while being at home. He also noted that not everyone has internet access or has e-readers.

Gagnon said that he had a discussion with Dawn, and she asked when the library would be given the greenlight to resume duties (the library volunteers are currently not allowed in the town hall building--only town hall staff.). He said that it wasn't simply giving a greenlight to access, that it had to go from red to orange first. He wondered if the library materials were available electronically, and was concerned about how the library could provide services safely. Gagnon also asked Dawn Parks to come back with proposals about how the library could safely provide services without being opened to the public.

## Legislator's Report

Dan Klein reported that the legislature is working on the bare bones right now while dealing with the coronavirus. The Public Hearing re: reclassifying properties in the Ag District has been delayed until May 5th. Klein also reported that the legislature passed a resolution asking NYS to do absentee voting for all upcoming elections. Re: the County Board of Elections and absentee voting, Klein said that the logistics could be difficult because the State has to approve absentee voting; it cannot be approved County by County.

Klein also had an update on the Station Rd. project, saying that it is still scheduled and will occur between June and October. The project consists of restoring 2,000 ft of land, adding 2 culverts, and a fish habitat restoration. Gagnon asked Klein when he would know when it's going forward so that a letter could notify the residents living on Station Rd. of the project.

## Approve Minutes

**MOTION - APPROVE MINUTES**

Moved, That the Town Board of the Town of Danby approves the minutes of February 24, 2020

**Moved by Ulinski, Second by Connors. The motion passed.**
**In Favor: Connors, Ulinski, Gagnon**

**Abstain: Holahan, Schnabel**

## Warrants

**General Fund**

#147-164 for a total of $29,968.60

**Moved by Connors, Second by Holahan. The motion passed.**
**In Favor: Connors, Holahan, Schnabel, Ulinski, Gagnon**

**Highway Fund**

#80-86 for a total $48,422.14

**Moved by Connors, Second by Holahan. The motion passed.**
**In Favor: Connors, Holahan, Schnabel, Ulinski, Gagnon**

**West danby Water District Fund**

#10-13 for a total $367.90

**Moved by Connors, Second by Ulinski. The motion passed.**
**In Favor: Connors, Holahan, Schnabel, Ulinski, Gagnon**

## Protocols for Safe Work Activity in the Town

Steve Cortright wrote a Draft Protocol document for the TB and staff to review. He noted that it lacks consideration for the Court because currently the Court is closed. He added that he emailed the Justices about when they may be resuming operations. Klinger and Huddle, as part of the 6th judicial district, said that they have a Skype meeting on the 15th from 2-4pm.

There were concerns brought up from the Justices such as where the defendants would have to wait such as the hall or the parking lot, how the people should be spaced out in the courtroom, scheduling people at different points, and wearing masks while interacting with the public. They also wondered if the State would supply masks.

Laura Shawley then gave the highway report. She said that they have had talks with the men about changes in the highway department, such as not using the break rooms, eating in their own trucks, and that there would be protocols in place for sanitizing the highway department and the trucks. She also mentioned that Carl Seamon would be planning jobs so that the men could be separated so that they can maintain distance from one another.

Holahan asked about PPE (personal protective equipment). Shawley replied that Jack Shawley has ordered masks and other supplies for the department so that they get what they need. Holahan also mentioned that the County would be a good resource to use to adopt safe practices. There were questions about what is considered essential work for the highway-a tree falling? a pothole? There were also questions about whether the Town would still receive the CHIPS money and what would happen to the capital projects that were planned to get done.

Connors asked what other Highway Departments are doing. She was told that the City of Ithaca was repairing sidewalks and doing water line replacements. She also wondered if the other highway superintendents of the other towns in Tompkins County were having meetings in order to try to facilitate sharing best practices for safe working environments.

Ulinski wondered about the Cornell road program, and if they were putting out guidance on this issue. He also wanted to practice caution and wondered if there were guidelines for a safe way to go about it. Gagnon also wondered if there was a video out there giving guidance on how to disinfect a truck (with a demonstration) and other best practices to use at highway departments.

Ulinski also made the point that nobody understands the virus yet, and a lot of this is just speculation, because the science isn't there yet. Schnabel replied that nobody is sure of anything yet. Shawley agreed that there were too many unanswered questions, and to give it a couple more weeks until we learned more about the virus.

A discussion re: edits of the protocol document then occurred. The TB was told that Steve Cortright sent out a calendar for April and May so that each department could come in one person at a time and also to post the protocols in conspicuous places in the town hall such as the bathrooms and inside doors. It was also agreed to limit in person contact.

**Resolution No. 47 of 2020 - FACE COVERINGS**

**Whereas,** for the safety of the town staff and town residents, in order to reduce the spread of the Coronavirus,

**,** face masks must be worn by the staff while in the Town of Danby buildings and

anyone entering the building must wear a face covering

**Now Therefore, Be It**

**Resolved**, that the Town Board of the Town of Danby requires that all staff of the Town of Danby as well as those who enter the Town Hall building wear face coverings

**Moved by Schnabel, Second by Connors. The motion passed.**
**In Favor: Connors, Holahan, Schnabel, Ulinski**

## Lawn Mowing Proposal

**MOTION-TO AUTHORIZE THE SUPERVISOR TO CHOOSE LAWN MOWING PROPOSALS FOR TOWN PROPERTIES**

Moved that the Town Board of the Town of Danby authorizes Supervisor Gagnon to negotiate and choose a proposal for the lawn mowing of the Town Hall, Cemeteries, and West Danby Water District properties of the Town of Danby.

**Moved by Gagnon, Second by Ulinski. The motion passed.**
**In Favor: Connors, Schnabel, Ulinski, Gagnon**

**Absent: Holahan**

## Code Update

Cortright reported that Empire Development was at odds with the directives from the state government. He noted that if a company was a sole proprietor, it was able to do essential work. He added that the Code office can still issue Building Permits, but that work could not be started on yet. When asked how violations would be addressed, Cortright said that it was a three-step process: 1. the health department makes the person aware of the violation 2. if not in compliance, the sheriff's department is notified 3. enforcement action is taken. Cortright noted that there has been good compliance so far.

**RESOLUTION NO. 48 OF 2020 - APPROVAL OF PROTOCOLS FOR SAFE WORK ACTIVITIES IN THE TOWN OF DANBY**

**Whereas, the protocol document will be amended to include the following items:**

1. add that staff must wear masks at all times
2. last paragraph on the first page-add the website url information
3. replace Alex Pfeifer with Town Clerk
4. the town board will vote prior to reopening the town hall

**Now Therefore, Be It**

**Resolved that** the Town Board of the Town of Danby approves the protocols for safe work activities in the Town of Danby that are based on the Executive Orders of the Governor of the State of New York.

**Moved by Ulinski, Second by Schnabel. The motion passed.**
**In Favor: Connors, Holahan, Schnabel, Ulinski, Gagnon**

## Speed Limit Update

The town received a letter from the State saying that speed monitoring digital signs were not effective, and that they make people speed more. There was a discussion on whether it was effective to spend $3k on a trailer with a speed limit warning. Another possibility was contacting the Sheriff's Department to find out when and where the speeding occurs. There were questions re: taking pictures of license plates for enforcement and whether that was legal or not. Ulinksi mentioned that Cayuga Heights has speed limit deterrence equipment and was wondering if the Town could borrow a sign from them for a period of time. He added that this issue has been on the table for over a year, and that it would be good for the residents to see concrete evidence of the Town doing something to help remedy the problem.

Dan Klein noted that moving the speed limit sign from place to place helped deter speeding. The Board noted that this is still an ongoing conversation and that it would be prudent to get a sign on the roads, specifically South Danby Road and Miller Rd.

*Before the Executive session, it was decided to defer the balance of the rest of the agenda until the next meeting. It was suggested that a Doodle poll be taken in order to have a working session for the Town's Email policy, as it had just had one pass through from the board for comments and edits. *

## Executive Session

**MOTION - TO GO INTO EXECUTIVE SESSION**

Moved that the Town Board of the Town of Danby goes into Executive Session to discuss a human rights complaint, the library, and web page policy.

**Moved by Gagnon, Second by Ulinski. The motion passed.**
**In Favor: Connors, Schnabel, Ulinski, Gagnon**

**Absent: Holahan**

**Adjourning to go into Executive Session at 8:43pm**
**Returned from Executive Session at 9:37pm**

## Adjournment

The meeting adjourned at 9:41 pm.

_____

Alexandra Pfeifer, Town Clerk